

Monday, November 3, 2014

DFA seeking Operations Manager

Company: Dance Films Association

Location: Brooklyn, NY

Compensation: \$15 per hour

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About Dance Films Association

Dance Films Association (DFA), a nonprofit membership organization, builds upon founder Susan Braun's vision by encouraging choreographers to enter the world of filmmaking, for filmmakers to discover the rich history of dance, and for audiences to engage with the broad spectrum of these films. Today, DFA serves the global dance film community by providing membership opportunities, connecting artists and organizations, fostering new works for new audiences, and sharing essential resources. Its constituency includes dance and film artists, academics and critics, as well as students and established professionals. Dance Films Association is the catalyst for the production, presentation, and preservation of dance on camera.

Position Summary

DFA is seeking an Operations Manager to join our team. Must have strong organizational skills and a love for dance and film to facilitate operations support in a non-profit environment in relation to our programs and services, specifically Fiscal Sponsorship and Dance on Camera taking place January 30- February 3, 2015. Duties to include, but are not limited to:

Operations

- Structure office procedures
- Streamline activities and protocols
- Liaison between DFA and bookkeeper
- Oversee Customer Relationship Management

Fiscal Sponsorship program

- Liaison with program participants
- Send confirmation letters to participants
- Send thank you letters to fiscal sponsor donors
- Oversee collection and distribution of funds

Dance on Camera

- Volunteer coordination
- Organizing marketing material

Standard Requirements

- Interest in dance film
- Experience in creating and maintaining operations procedures
- Ability to work independently and as part of a team
- Attention to detail
- Ability to multi-task
- Attend and assist in events
- Work in DFA office one day per week in Greenpoint, Brooklyn
- Brilliant mind with keen ability to move any process forward involving all stakeholders

Compensation and Commitment

- \$15 per hour
- 2 days/16 hours per week, flexible hours
- Immediate start date

How To Apply

Please send a resume and letter of interest to donna@dancefilms.org

No phone calls please

Dance Films Association
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For more information:
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